

SENIOR CENTER REOPENING GUIDELINES FOR OUTDOOR ACTIVITIES

Issued In Accordance with Governor Kay Ivey's State Health Order on March 4, 2021.



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1-877-425-2243

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PART I: Reopening Guidelines for Senior Centers

The decision to allow outdoor activities at senior centers should be made by each senior center manager/municipality. For example, a municipality or senior center may poll participants only to learn there is little or no interest in outdoor activities. Or a senior center may not have the resources, staffing, or may otherwise be unprepared to reopen for outdoor activities.

Nothing in these Guidelines should be construed in any way to require the reopening of any senior center for outdoor activities. However, if a senior center decides to reopen to permit outdoor activities, the following Guidelines shall be followed. Additionally, the normal guidelines regarding eligibility to participate in senior center activities still apply, and nothing about these Guidelines shall change any existing senior center guidelines or policies that must continue to be followed so long as the existing senior center guidelines or policies are not inconsistent with these Reopening Guidelines.

<p><u>Initial Considerations:</u></p>	<ol style="list-style-type: none"> 1. Centers must take all necessary steps to ensure safety of employees, volunteers, and center participants. Center Managers and volunteers must familiarize themselves with the training and education materials (located in the Appendices) prior to reopening senior centers. 2. Centers must develop a plan for cleaning/disinfecting regularly in accordance with CDC guidelines, especially frequently touched areas such as doorknobs, faucet handles, tables, chairs, etc.; and develop a form to document by whom, when, and where the center was cleaned. 3. Centers must have supplies on hand to safely reopen, such as no touch thermometers (these have been provided to all senior centers by the Alabama Department of Senior Services (ADSS)) sanitizer/disinfectant for surfaces, hand sanitizer, gloves, masks for all staff, extra masks on hand for center participants, etc. 4. Centers must have a policy/protocol to screen employees, volunteers, and participants. 5. All senior center participants will be notified of the senior center re-opening and will be mailed the Senior Center Access Guidelines and Daily Assessment Tool found on pages 6 and 7 of these Guidelines. 6. Centers must post extensive signage about COVID-19 prevention, such as hand hygiene, masks, and social distancing. 7. Centers must develop a plan for potential COVID-19 cases among staff, volunteers, and participants and how to work with county departments of health regarding notification of infections, monitoring and contact tracing, and cleaning of the facility. 8. Centers must develop a plan for center managers and staff if a participant refuses to follow any applicable guidelines or safety protocols. 9. Centers must ensure that there are hand sanitizer stations available. 10. Centers must avoid the consumption of any meals at the center but continue drive-thru pickup meals and home delivery. 11. Centers must avoid singing activities, as this can be a “super-spreader” event. 12. Centers must consider asking participants to schedule ahead the days they want to come and/or dividing the attendees into different groups for staggered hours, with cleaning between different groups.
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<p><u>Screening Participants prior to participation in outdoor senior center activities:</u></p>	<ol style="list-style-type: none"> 1. Participants, staff, and volunteers will be encouraged to “self-assess” before they come to the senior center by reviewing the Daily Assessment Tool and taking their temperature. 2. Participants in outdoor activities will answer the COVID-19 screening questions and have their temperatures taken using the temperature scanner provided by the Area Agency on Aging and ADSS, or another similar touchless device. Participants who answer “yes” to a question or who have a temperature of 100.4 F or higher should be asked to return home and provided the appropriate CDC handout. See Attached. https://www.cdc.gov/screening/paper-version.pdf; https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html 3. Participants will sign in with a name and phone number and agree to wear a mask (unless an exception applies) and socially distance. 4. The assessment tool and temperature check must be conducted by a senior center staff member. 5. There shall be maintained a supply of pens that are either unused or sanitized to prevent the sharing and/or re-use of pens for the sign-in sheet. A staff member may also fill in the sign-in sheet so that participants are not sharing pens. 6. Centers will carefully keep sign-in sheet records of attendees in case of a positive COVID-19 center staff member/volunteer/attendee so that others can be notified. Centers will remind participants of importance of recording their attendance and keep all sign-in sheets for a minimum of 14 days.
<p><u>Social Distancing and Wearing Masks During Outdoor Activities:</u></p>	<ol style="list-style-type: none"> 1. Outdoor activities should be limited to small groups. The size of a small group depends on the size of outdoor space available for outdoor activities at the senior center. The outdoor space should accommodate a minimum of 6 feet of social distancing between individuals. 2. If chairs are set up outdoors, the chairs should be arranged 6 feet apart in the same direction so that no person is facing another person. 3. If tables are set up outdoors, table arrangement should allow for 6 feet of social distancing and people should be spaced at the table in the same direction and 6 feet apart. 4. If possible, the center manager will apply floor graphics, tape, or other means to ensure all tables and/or chairs remain 6 feet apart. 5. Participants, volunteers, and senior center staff will wear masks while indoors and outdoors, unless an exception to Paragraph 2 of the Order of the State Health Officer, as amended March 4, 2021, would apply. 6. Participants, volunteers, and senior center staff members should practice frequent handwashing and/or hand sanitizing.
<p><u>Types of Outdoor Activities:</u></p>	<p>The senior center will need to decide:</p> <ol style="list-style-type: none"> 1. What type of outdoor activities will be offered? <ol style="list-style-type: none"> a. Make sure the outdoor activities can take place while participants socially distance. b. Make sure the activities do not require participants to share the same items (for example, card games and board games).

	<ul style="list-style-type: none"> c. For obvious reasons, contact sports or activities that include shared handling of objects such as balls or frisbees will be avoided. d. Examples of good outdoor activities might include exercises, movies, presentations, brain games and trivia games, and outdoor concerts. <p>2. How often and when will the senior center offer outdoor activities?</p> <ul style="list-style-type: none"> a. Decide if the senior center will offer outdoor activities one day per week, part-time, full-time, etc. If the senior center can accommodate 15 people outdoors and 30 people attend the senior center, then the senior center should offer outdoor activities at least 2 days per week in order to give all participants the opportunity to participate in outdoor activities. b. Decide what time each day the senior center will offer activities. For example, having outdoor activities in the early morning (8 am to 10 am) may be prohibitive since the temperature may be cooler in the mornings. <p>3. What if a participant refuses to wear a mask or socially distance?</p> <ul style="list-style-type: none"> a. Those who participate in the outdoor activities must follow CDC guidance by socially distancing and by wearing a face mask unless an exception to Paragraph 2 of the Order of the State Health Officer, as amended March 4, 2021, would apply. b. In addition, participation in Older Americans Act-funded activities is not an entitlement. Senior centers/municipalities may set guidelines for those who participate in senior center and Older Americans Act-funded activities.
<u>Other Considerations:</u>	<ul style="list-style-type: none"> 1. Participants who do not live in the same household should be careful to social distance in crowded or high traffic areas such as check-in areas, parking lots, and routes of entry and exit. 2. Center managers may sign in participants. If participants sign themselves in, the center manager should provide a container of pre-sanitized pens/pencils. If the same pen/pencil is used, it should be wiped down and sanitized between participants. 3. In addition to participants being required to wear a face mask, center Managers should encourage participants to bring (a): <ul style="list-style-type: none"> a. Hand sanitizer; b. Bottled water or other closed-container beverage like coffee, juice, or soda; c. Prepackaged snack; and d. Tissue 4. The senior center's restrooms must be sanitized at the end of each day so that the facilities are disinfected for the next day. 5. The senior center must have masks for participants who forget to bring masks, or in the event the mask becomes unusable. 6. The senior center will provide hand sanitizer for participants during outdoor activities. In addition, there should be a hand sanitizing station at the entrance of the senior center for participants who need to enter the senior center to use the restroom.

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	7. The senior center will have a means by which to notify participants if and when outdoor activities are canceled or postponed due to weather or other circumstance.
<u>Meal service:</u>	For morning activities, meals may be handed out to attendees as they depart the center. Participants who are not attending center activities on that day may pick up meals by drive-thru pickup or request home delivery if available. Participants will need to communicate weekly to the center manager whether they will be picking up daily hot meals.

- ❖ Please see attached guidance for cleaning protocols. All cleaning protocols and masking/sanitizing guidelines must be fully observed.

ACKNOWLEDGEMENT:

I have read and agree to abide by the above guidelines should my senior center decide to offer outdoor activities upon reopening.

Senior Center Manager (Printed Name)

Name of Senior Center

Signature

Date

*****A copy of this Acknowledgment must be kept on file at the local senior center. Additional copies must be sent to the AAA and the Alabama Department of Senior Services, Attn: Nick Nyberg, 201 Monroe Street, Suite 350, Montgomery, AL 36104.**

PART II: Temp-checking/Screening, Documentation of Attendees for Potential Contact Tracing

Senior Center Access Guidelines

- All senior center participants will be notified of the senior center reopening and will be mailed the Senior Center Access Guidelines and Daily Assessment Tool found on pages 6 and 7 of these Guidelines.
- Participants, staff, and volunteers will be encouraged to “self-assess” before they come to the senior center by reviewing the Daily Assessment Tool and taking their temperature.
- Upon entry to the senior center for outdoor activities, all staff, volunteers, and participants will be required to have their temperatures taken and respond to the Daily Assessment Tool.
- A place in the senior center should be designated with plexiglass to conduct assessments and take temperatures. Those in line for the assessment should be socially distanced 6 feet apart.
- The assessment tool and temperature check must be conducted by a senior center staff person.
- If a person answers “no” to all questions on the Assessment Tool and has a temperature less than 100.4 degrees, they may participate in outdoor activities at the senior center.
- If a person answers “yes” to any question or if they have a temperature greater than 100.4, they may not remain in the building or on senior center grounds.
- Any person who does not gain entry to the building may be re-assessed after 10 days.

COVID-19 Daily Assessment Tool

COVID-19 Daily Assessment Tool

Senior Center: _____ County: _____ Date: _____

Do you have a Fever (temperature over 100.4F) without having taken any fever reducing medications?	Yes	No
Do you have a recent Loss of Smell or Taste?	Yes	No
Do you have a Cough?	Yes	No
Do you have Muscle Aches?	Yes	No
Do you have a Sore Throat?	Yes	No
Do you have Shortness of Breath?	Yes	No
Do you have Chills?	Yes	No
Do you have a Headache?	Yes	No
Do you have Congestion or a Runny Nose?	Yes	No
Do you have Fatigue?	Yes	No
Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?	Yes	No
Have you, or anyone you have been in close contact with (<i>within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period</i>) been diagnosed with COVID-19, or been quarantined for possible contact with COVID-19?	Yes	No
Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?	Yes	No
Are you currently awaiting the results of a COVID-19 test?	Yes	No
If you reply YES to any of the questions on this checklist, you will not be allowed to enter the Senior Center today.		

Senior Center Sign-in Sheet

Senior Center Sign-in Sheet

Senior Center: _____ County: _____ Date: _____

My signature below confirms that I completed the COVID-19 Daily Assessment Tool today and answered **NO** to all questions.

Name	Telephone Number

****Please make appropriate copies, use an individual page per participant, and store in a secure location to ensure the participant's privacy.*

PART III: Training and Compliance for Center Managers, Volunteers, and Participants: Sanitizing Facilities and Sanitizing Supplies

<p><u>Senior Centers (Municipalities):</u></p>	<p>Initial Considerations to Gauge Readiness to Reopen the Senior Center (Suggested considerations before limited or initial reopening of the senior center for outdoor activities):</p>	<p>Contact and work with the local public health department on health and safety concerns regarding the pandemic. For example, consider contacting the local county health department for a walk-thru of the senior center and ask for recommendations for COVID-19 safety to gauge senior center readiness for limited reopening.</p> <p>Develop written protocols for screening staff, volunteers, and participants. For example, the CDC has a 2-page COVID Screen Tool (see CDC Handout in the Appendices) of questions to ask people before allowing them to enter certain buildings/spaces. ADSS has provided each senior center in Alabama a touchless thermometer which center managers should use to check their temperatures and the temperatures of volunteers and participants.</p> <p>Provide written information to participants on proper precautions to take while at the senior center; for example, participants should be aware of and receive information and training about hand hygiene guidelines and the necessity of respiratory etiquette, proper mask wearing, and social distancing (handouts and guidance are in the Appendices of this document). In addition, the participants should be informed that they will undergo the screening process in order to participate in senior center activities and may be assigned a seat in order to properly ensure safety through social distancing.</p> <p>Meals shall not be served for consumption at the senior centers. For morning activities, meals may be handed out to attendees as they depart the center. Participants who are not attending center activities on that day may pick up meals by drive-thru pickup or request home delivery if available.</p> <p>Supplies will not be shared without following CDC guidelines for cleaning/disinfecting (for example: pens for signing in/out, weights or bands for exercise, etc.) Develop and train participants, center managers, and volunteers on new cleaning protocols (See Appendices for Guidance on Cleaning/Disinfecting Information).</p>
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		<p>Ensure that the senior center has hand sanitizer stations (See Appendices for Guidance and Signage on How to Hand Sanitize). A hand sanitizing station can be freestanding or a simple table with a bottle of hand sanitizer and signage for participants to recognize that this is a hand sanitizing station (for example, “Sanitize Your Hands Here” along with a poster/sign on “How to Sanitize Your Hands.”)</p> <p>Examine the size of the senior center grounds (for the number of people who can be outdoors at the senior center at one time and safely social distance).</p> <p>Develop written guidance for the center manager and/or volunteers if a participant or guest refuses to follow any of these Guidelines, or protocols or procedures as developed by the municipality for a limited reopen of the senior center.</p>
	Supplies	<p>Ensure that center managers, volunteers, and participants have adequate supplies (See below: <i>Supplies for Disinfecting</i> and <i>Supplies for Participants</i>).</p>
	Signage	<p>Ensure that the senior center has recommended signage posted in prominent places (See below: <i>Signs</i> and <i>Appendices for Suggested Signage</i>).</p>
	Written Plan and Training:	<p>Develop a form to document who, when and where the senior center was cleaned (bathroom, kitchen, high touch areas, etc.).</p> <p>Center managers and volunteers must familiarize themselves with the training and education materials (located in the Appendices) and have a written plan regarding:</p> <ul style="list-style-type: none"> • How to clean and disinfect the senior center; • How to don/doff/dispose of masks and gloves; • How to handwash; • How to social distance; • How to recognize the symptoms of COVID-19; • How to screen for COVID-19 (screening questions and temperature check with touchless thermometer provided by ADSS) (See <i>CDC Guidance to Community Facilities</i>); • How to document cleaning (who, when and where); and • How the center manager will respond to a participant or guest who refuses to follow these Guidelines and any or all established guidance for a limited reopening of the senior center.

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<p><u>Center Managers,</u> <u>Volunteers,</u> <u>and/or</u> <u>Participants:</u></p>	<p>Training and education</p>	<p>Center managers, volunteers, and participants must familiarize themselves with the training and education materials located in these Guidelines (located in the Appendices):</p> <ul style="list-style-type: none"> • Symptoms of COVID-19 and what to do if they have a symptom; • How to limit one's exposure to COVID-19 and how to limit the spread of COVID-19 by: <ul style="list-style-type: none"> ○ Handwashing and hand sanitizing; ○ Following Respiratory Etiquette; ○ Properly wearing, washing/cleaning, and disposing of a facemask and/or gloves; and ○ How to social distance; and • New procedures for the senior center <p>Center managers must familiarize themselves with the training and education materials contained in these Guidelines (located in the Appendices) and ensure any center volunteer(s) adhere to:</p> <ul style="list-style-type: none"> • What to do if a participant or guest refuses to follow these Guidelines or any protocol or procedure as established or agreed upon by the municipality • How to identify the high touch areas of the senior center to determine surfaces that should be cleaned and disinfected regularly (for example, surfaces that should be cleaned and disinfected after each group of seniors has attended the senior center). High touch areas include doorknobs, faucets, handles, tables, chairs, keyboards, door pulls, toilets, phones, remote controls, light switches, push bars, etc. • How to develop a plan to clean and disinfect high touch surfaces in accordance with the CDC guidelines. For example, the center manager will develop a plan that states when the senior center will be cleaned and disinfected and what areas will be cleaned and disinfected.
	<p>Supplies for disinfecting</p>	<p>Use CDC approved disinfectant or CDC approved mixture of bleach and water. If using a bleach solution, this should be made daily.</p> <p>Clean surface first with soap and water before disinfecting. You will need: gloves, a mask, paper towels, cleaning solution, and disinfecting solution. You may also need a face shield, gown or covering.</p>

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	Supplies for Center Managers, volunteers, and participants	<ul style="list-style-type: none"> • Masks; • Gowns (or similar garment/apron to wear, if needed, when cleaning/disinfecting); • Hand sanitizer; • Gloves ; • Face shields; and • Disinfecting wipes
	Center Managers must familiarize themselves with the training and education materials (located in the Appendices)	<ul style="list-style-type: none"> • Donning/doffing/disposing of masks and gloves • How, when, where, and how often to clean/disinfect
	Signs (suggested signs to be placed in prominent locations in the senior center)	<ul style="list-style-type: none"> • Facemask: proper donning and doffing; • Facemask: proper doffing and disposal; • Handwashing; • Hand sanitizing and other signs that may needed to distinguish a hand sanitizing station; • Social distancing; • Symptoms of COVID-19; and • Stop the Spread of Germs (respiratory etiquette)

APPENDICES

Appendix I: Suggested Guidance

Cleaning and Disinfection for Community Facilities
When and How to Wash Your Hands
How to Safely Wear and Take Off a Mask
CDC Facilities COVID-19 Screening Questions
Stop the Spread of Germs
Six Steps for Safe and Effective Disinfectant Use
Cleaning and Disinfecting Your Facility
Facemasks Do's and Don'ts
How to Wash Your Hands Properly
Respiratory Etiquette
Stop Germs: Wash Your Hands

Appendix II: Recommended Signage

Help Protect Yourself and Others (Social Distancing)
CDC Handwashing Poster
How to Remove Gloves
How to Safely Wear and Take Off a Mask
Stop the Spread of Germs
Tips for Social Distancing
Facemask Do's and Don'ts
Respiratory Etiquette

Appendix I: Recommended Guidance / Cleaning and Disinfection for Community Facilities

Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19) Updated Sept. 10, 2020

Background

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes [coronavirus disease 2019](#) (COVID-19). Based on what is currently known about the virus and about similar coronaviruses that cause SARS and MERS, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets, but disease transmission via infectious aerosols is currently uncertain. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus occurs much more commonly through respiratory droplets than through objects and surfaces, like doorknobs, countertops, keyboards, toys, etc. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

Purpose

This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities such as schools, institutions of higher education, offices, daycare centers, businesses, and community centers that do, and do not, house persons overnight. These guidelines are not

meant for [cleaning staff in healthcare facilities](#) or repatriation sites, [households](#), or for others for whom specific guidance already exists.

Definitions

- *Community facilities* such as schools, daycare centers, and businesses comprise most non-healthcare settings that are visited by the general public outside of a household.
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

Timing and location of cleaning and disinfection of surfaces

At a school, daycare center, office, or other facility that **does not house people overnight**:

Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

At a facility that **does house people overnight**:

Follow Interim Guidance for [US Institutions of Higher Education](#) on working with state and local health officials to isolate ill persons and provide temporary housing as needed. Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

In areas where ill persons are being housed in isolation, follow [Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#). This includes **focusing on cleaning and disinfecting common areas where staff/others providing services may come into**

contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-needed.

In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

How to Clean and Disinfect

Hard (non-porous) surfaces

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- **Always read and follow the directions on the label** to ensure safe and effective use.
- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.
- See [EPA's 6 steps for Safe and Effective Disinfectant](#).
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. [Learn more about reducing asthma triggers](#).

Disinfect with a household disinfectant on [List N: Disinfectants for use against SARs-CoV-2](#)^{external icon}, the virus that causes COVID 19. Follow the manufacturer's

instructions for all cleaning and disinfection products. Read the product label for the correct concentration to use, application method, and contact time.

Diluted household bleach solutions can be used if appropriate for the surface.

Unexpired household bleach will be effective against coronaviruses when properly diluted:

- Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
- Follow the manufacturer's application instructions for the surface, ensuring a contact time of at least 1 minute.
- Ensure proper ventilation during and after application.
- Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. This can cause fumes that may be very dangerous to breathe in.

Prepare a bleach solution by mixing:

- 5 tablespoons (1/3rd cup) of 5.25%–8.25% bleach per gallon of room temperature water or
- 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.

Alcohol solutions with at least 70% alcohol may also be used.

Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

Keep hand sanitizers away from fire or flame

For children under six years of age, hand sanitizer should be used with adult supervision

Always store hand sanitizer out of reach of children and pets

See [FDA's Tips for Safe Sanitizer Use](#) and [CDC's Hand Sanitizer Use Considerations](#)

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.

- Before and after providing routine care for another person who needs assistance such as a child.

Soft (porous) surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19](#)^{external icon} and that are suitable for porous surfaces

Electronics

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, clothing, and other items that go in the laundry

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry. Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Gloves and gowns should be compatible with the disinfectant products being used. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to [clean hands](#) after removing gloves. If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry. Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed. Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their

supervisor. **Cleaning staff and others should [clean](#) hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance such as a child.

Additional Considerations for Employers

Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19. Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken. Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200external icon](#)). Employers must comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030external icon](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132external icon](#)).

Additional Resources

[OSHA COVID-19](#)

[CDC Home Care Guidance](#)

[CDC COVID-19 Environmental Cleaning and Disinfection Guidance for Households](#)

[CDC Home Care Guidance for People with Pets](#)

[Find Answers to Common Cleaning and Disinfection Questions](#)

EPA's 6 Steps for Safe and Effective Disinfectant

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Appendix I: Recommended Guidance /When and How to Wash Your Hands

During the Coronavirus Disease 19 (COVID-19) pandemic, keeping hands clean is especially important to help prevent the virus from spreading. Read more about [how to protect yourself and others](#).



Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before and after** eating food

- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** [changing diapers or cleaning up a child who has used the toilet](#)
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

The guidance for the list of key times to wash hands was developed based on data from a number of studies. There can also be other times when it is important to wash hands.

To prevent the spread of germs during the COVID-19 pandemic, you should also wash your hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Touching your eyes, nose, or mouth
- Touching your mask
- Entering and leaving a public place
- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

[Why? Read the science behind the recommendations.](#)

Use Hand Sanitizer When You Can't Use Soap and Water



You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However, Sanitizers do **not** get rid of all types of germs. Hand sanitizers may not be as effective when hands are visibly dirty or greasy. Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals. **Caution!** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. [Keep it out of reach of young children and supervise their use.](#)

How to Use Hand Sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



**CLEAN
HANDS KEEP
YOU HEALTHY.**

Wash your hands with soap
and water for at least
20 SECONDS.

**LIFE IS BETTER WITH
CLEAN
HANDS**

www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CDC's Handwashing Campaign: *Life is Better with Clean Hands*

CDC's *Life is Better with Clean Hands* campaign encourages adults to make handwashing part of their everyday life and encourages parents to wash their hands to set a good example for their kids. Visit the [*Life is Better with Clean Hands*](#) campaign page to download resources to help promote handwashing in your community.

For more information on handwashing, visit CDC's [Handwashing website](#) or call 1-800-CDC-INFO.

More Information

[Frequent Questions About Hand Hygiene](#)

[Healthy Habits to Help Prevent Flu](#)

[Hand Hygiene in Healthcare Settings](#)

[Health Promotion Materials](#)

[Training and Education](#)

[Personal Hygiene During and Emergency](#)

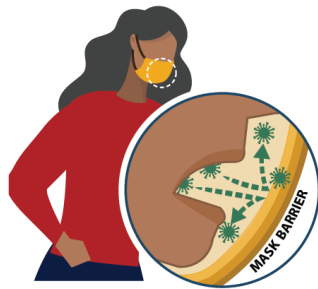
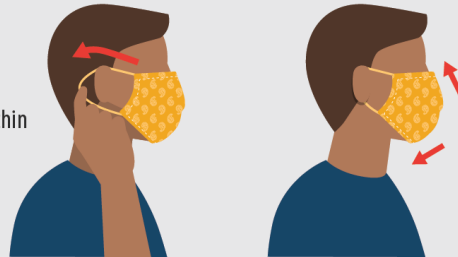
Appendix I: Recommended Guidance / How to Safely Wear and Take Off a Mask

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 10/07/2020

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Appendix I: Recommended Guidance / CDC Facilities COVID-19 Screening Questions

TODAY'S DATE: _____

CDC FACILITIES COVID-19 SCREENING		
Accessible version available at https://www.cdc.gov/screening/		
PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experienced any of the following symptoms in the past 48 hours: <ul style="list-style-type: none"> • fever or chills • cough • shortness of breath or difficulty breathing • fatigue • muscle or body aches • headache • new loss of taste or smell • sore throat • congestion or runny nose • nausea or vomiting • diarrhea 	YES	NO
Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with: <ul style="list-style-type: none"> • Anyone who is known to have laboratory-confirmed COVID-19? OR <ul style="list-style-type: none"> • Anyone who has any symptoms consistent with COVID-19? 	YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	YES	NO
Are you currently waiting on the results of a COVID-19 test?	YES	NO
Did you answer NO to ALL QUESTIONS?	Access to CDC facilities APPROVED . Please show this to security at the facility entrance. Thank you for helping us protect you and others during this time.	
Did you answer YES to ANY QUESTION?	Access to CDC facilities NOT APPROVED . Please see Page 2 for further instructions. Thank you for helping us protect you and others during this time.	


[cdc.gov/screening](https://www.cdc.gov/screening)

[cdc.gov/screening/further-instructions.html](https://www.cdc.gov/screening/further-instructions.html)

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THE SCREENING YOU COMPLETED INDICATES THAT YOU MAY BE AT INCREASED RISK FOR COVID-19

IF YOU ARE NOT FEELING WELL, WE HOPE THAT YOU FEEL BETTER SOON!

Here are instructions for what to do next

1

If you are not already at home, please avoid contact with others and go straight home immediately.

2

Call your primary care provider or CDC's Occupational Health Clinic* for further instructions, including information about COVID-19 testing.

3

Contact your supervisor (if you are an employee) or your contracting company (if you are a contractor) to discuss options for telework and/or leave.

Before going to a healthcare facility, please call and let them know that you may have an increased risk for COVID-19.

In case of a life-threatening medical emergency, dial 911 immediately!

RETURNING TO THE WORKPLACE



If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to work until you get a medical evaluation and are approved to return to a work setting by your medical provider or—if you are involved in a CDC response—a CDC occupational health clinician.* Please call your supervisor to discuss when to return to work. Read more about when it is safe to be around others at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.



If you have a chronic medical condition that causes COVID-19-like symptoms and you need to access a CDC facility within the next few days, please call CDC's Occupational Health Clinic at 404-639-3385 to determine whether you can safely be granted access to a CDC facility.



If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to work. Read more about when you should be in isolation or quarantine at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>.



If you are currently isolating or quarantining because of concerns about COVID-19 OR you have a COVID-19 test pending, please contact your primary care provider or CDC's Occupational Health Clinic* for guidance on when you can return to work. If you have an urgent need to come to campus while waiting for a test result, call CDC's Occupational Health Clinic at 404-639-3385.

If you have additional questions about when you can return to work, please email OSSAM@cdc.gov. For information about COVID-19 and basic instructions to prevent the spread of disease, visit CDC's COVID-19 website at <https://www.cdc.gov/covid19>.

*If you are assigned to the COVID-19, Ebola, or Polio responses, or work in a lab, call CDC's Occupational Health Clinic at 404-639-3385 instead of your primary care provider for next steps. DO NOT physically go to a CDC Occupational Health Clinic location.



Appendix I: Recommended Guidance / Six Steps for Safe and Effective Disinfectant Use

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

Appendix I: Recommended Guidance / Facemask Dos and Don'ts

Facemask Do's and Don'ts

For Healthcare Personnel

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



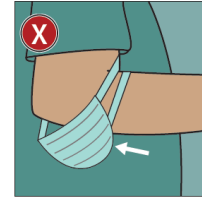
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away*, and clean your hands again.

*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.



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cdc.gov/coronavirus

Appendix I: Recommended Guidance / How to Wash Your Hands Properly

How to Wash Your Hands Properly

Washing your hands correctly and multiple times a day is an important part of a healthy lifestyle. However, with the [COVID-19 pandemic](#) and as we enter cold and flu season, handwashing is now an even more critical habit to help keep you and your family safe.

Learn why washing your hands is important, how and when to do it, as well as how to get your child involved.

Why it's important to wash your hands

Like it or not, [germs are everywhere](#) and a part of our everyday life. Handwashing is one of the best actions you can take to stop the spread of respiratory and diarrheal infections and avoid getting sick.

Germs can easily spread when you touch your nose, mouth or eyes with an unwashed hand. They can also spread when food and drinks are prepared by someone who didn't wash their hands. When you cough or sneeze into your hand, then touch another person's hand or a common surface, you are spreading many germs. All of this is true for [COVID-19 germs](#), too.

When you need to wash your hands

Consistently washing your hands throughout the day is a great way to keep germs at bay. You'll want to be certain to wash them during the following key times when you are most likely to get or spread germs.

- After using the toilet
- After blowing your nose, coughing or sneezing
- After touching garbage
- After changing diapers or cleaning up a child who has used the toilet
- Before and after treating a cut or wound
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before, during and after preparing food
- Before eating food
- After touching an animal, animal feed or animal waste
- After handling pet food or pet treats

During the COVID-19 pandemic, you'll want to be extra cautious and wash your hands after you've been in public places and have touched any of the following items:

- Shopping cart
- Table or counter
- Door handle
- Gas pump
- Electronic cashier screen

How to wash your hands properly

Washing your hands properly takes more time than most people are used to. However, it is important to handwash correctly because it gets rid of the greatest number of germs possible.

Every time you wash your hands, perform the following steps:

- Get your hands wet with clean water. It can be hot or cold.
- Add soap to your hands and lather them by rubbing them together. Make sure to cover every area: between your fingers, the backs of your hands and even under your fingernails.
- Continue to lather and scrub your hands for 20 seconds or more. A good way to time yourself is by singing the "Happy Birthday" song all the way through twice.
- Rinse the soap off your hands with clean water.
- Use a clean towel to dry your hands or let them air dry.

Handwashing is better than hand sanitizer because it gets rid of more germs. However, hand sanitizer is a good second option if soap and water are not readily available. Make sure the sanitizer contains at least 60% alcohol.

<https://blog.mercy.com/proper-handwashing-tips/>

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Appendix I: Recommended Guidance / Respiratory Etiquette

Respiratory Etiquette During COVID-19

If you need to cough or sneeze, be sure to:

- Cover your nose and mouth with a tissue.
- Throw your tissue in the trash immediately after use.
- If a tissue isn't available, cough or sneeze into the inside of your elbow. Avoid using your hands.
- Wash or sanitize your hands after each cough or sneeze.

[Handwashing](#) in general is also an effective way to help prevent the spread of illness. Be sure you are practicing this healthy habit throughout your day, especially before eating or preparing food. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Additionally, you should be [wearing a face mask](#) in public and keeping a physical distance of at least six feet from others at this time. Practicing all three of these preventive actions together is the best way our communities can work to stop this pandemic.

<https://blog.mercy.com/coronavirus-covid-19-cough-sneeze-etiquette/>

Appendix I: Recommended Guidance / Stop Germs: Wash Your Hands

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

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Appendix II: Recommended Signage / Help Protect Yourself and Others (Social Distancing)



Appendix II: Recommended Signage / CDC Handwashing Poster



Appendix II: Recommended Signage / How to Remove Gloves

How to Remove Gloves

To protect yourself, use the following steps to take off gloves



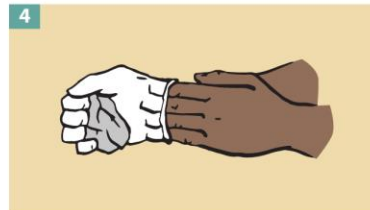
Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.

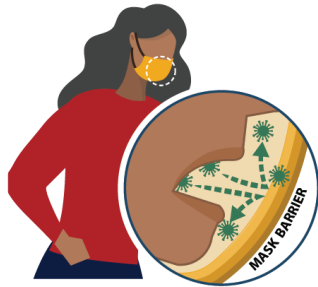
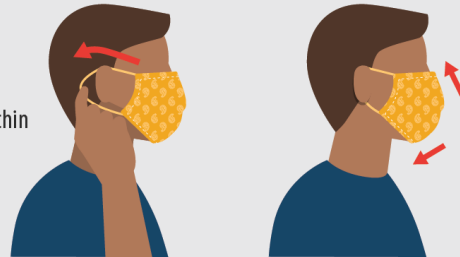
Appendix II: Recommended Signage / How to Safely Wear and Take Off a Mask

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 10/07/2020

Personal masks are **not** surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Appendix II: Recommended Signage / Stop the Spread of Germs: Tips for Social Distancing

Tips for Social Distancing

When going out in public, it is important to stay at least 6 feet away from other people and [wear a mask](#) to slow the spread of COVID-19. Consider the following tips for practicing social distancing when you [decide to go out](#).

Know Before You Go: Before going out, know and follow the guidance from local public health authorities where you live.

Prepare for Transportation: Consider social distancing options to travel safely when running errands or commuting to and from work, whether walking, bicycling, wheelchair rolling, or using public transit, rideshares, or taxis. When using public transit, try to keep at least 6 feet from other passengers or transit operators – for example, when you are waiting at a bus station or selecting seats on a bus or train. When using rideshares or taxis, avoid pooled rides where multiple passengers are picked up, and sit in the back seat in larger vehicles so you can remain at least 6 feet away from the driver. Follow these [additional tips](#) to protect yourself while using transportation.

Limit Contact When [Running Errands](#): Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use drive-thru, curbside pick-up, or delivery services to limit face-to-face contact with others. Maintain physical distance between yourself and delivery service providers during exchanges and [wear a mask](#).

Choose Safe Social Activities: It is possible to stay socially connected with friends and family who don't live in your home by calling, using video chat, or staying connected through social media. If meeting others in person (e.g., at small outdoor gatherings, yard or driveway gathering with a small group of friends or family members), stay at least 6 feet from others who are not from your household. Follow [these steps](#) to stay safe if you will be participating in personal and social activities outside of your home.

Keep Distance at [Events and Gatherings](#): It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household. If you are in a crowded space, try to keep 6 feet of space between yourself and others at all times, and [wear a mask](#). Masks are especially important in times when physical distancing is difficult. Pay attention to any physical guides, such as tape markings on floors or signs on walls, directing attendees to remain at least 6 feet apart from each other in lines or at other times. Allow other people 6 feet of space when you pass by them in both indoor and outdoor settings.

Stay Distanced While Being Active: Consider going for a walk, bike ride, or wheelchair roll in your neighborhood or in another safe location where you can maintain at least 6 feet of

distance between yourself and other pedestrians and cyclists. If you decide to visit a nearby [park, trail, or recreational facility](#), first check for closures or restrictions. If open, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html#:~:text=Social%20distancing%2C%20also%20called,indoor%20and%20outdoor%20spaces>.

Appendix II: Recommended Signage / Stop the Spread of Germs: COVID-19 Signs and Symptoms

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease
Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

cdc.gov/coronavirus

03/20/2020

Appendix II: Recommended Signage / Facemask Dos and Don'ts

Facemask Do's and Don'ts For Healthcare Personnel

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



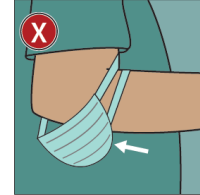
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away*, and clean your hands again.

*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.



CS 316480A June 2, 2020 11:30 AM

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Appendix II: Recommended Signage / Respiratory Etiquette

Respiratory Etiquette During COVID-19

If you need to cough or sneeze, be sure to:

Cover your nose and mouth with a tissue. Throw your tissue in the trash immediately after use.

If a tissue isn't available, cough or sneeze into the inside of your elbow. Avoid using your hands.

Wash or sanitize your hands after each cough or sneeze.

[Handwashing](#) in general is also an effective way to help prevent the spread of illness. Be sure you are practicing this healthy habit throughout your day, especially before eating or preparing food. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Additionally, you should be [wearing a face mask](#) in public and keeping a physical distance of at least six feet from others at this time. Practicing all three of these preventive actions together is the best way our communities can work to stop this pandemic.

<https://blog.mercy.com/coronavirus-covid-19-cough-sneeze-etiquette/>